

## Basic Emergency Plan

### Lois Johnson Extended Care – Memorial

To Parent (s) and/or Guardian (s),

This letter is to assure you of our concern for the safety and welfare of children attending *Lois Johnson Learning and Child Care Center at 3301 South Park Road, Bethel Park, PA 15102*. Our Emergency Plan provides for the response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- **Immediate evacuation**: Students are evacuated to a safe area on the grounds of the facility in the event of a fire, etc.
- **Lockdown**: Students are sheltered in the safest location in building given a sudden emergency
- **In-place Sheltering**: Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
- **Evacuation**: Total evacuation of the facility may become necessary if there is danger in the area. In this case, children will be taken to the relocation facility at *Lois Johnson Extended Care- Ben Franklin*.
- **Modified Operation**: This may include cancellation/ postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems (such as utility disruptions) that may make it unsafe for children but may be necessary in a variety of situations.

Please listen to WTAE/KDKA/WPXI for announcements relating to any of the emergency actions listed above. We will also send out a parent email and post to our Facebook page.

We ask that you not call during the emergency. This will keep the main telephone line free to make emergency calls and relay information.

The form designating persons to pick up your child is included on you “Emergency Contact/ Parental Consent Form” that you complete upon enrollment and update every 6 months or if information has changed. This form will be used every time your child is released. Please ensure that only those persons you list on the form attempt to pick up your child.

In order to assure the safety of your children and our staff, I ask your understanding and cooperation. Should you have any additional questions regarding our emergency operating procedures, please contact Brandi Rybicki or Ashleigh Bell at 412-835-7324.

Sincerely,

Ashleigh Bell and Jill Bianco